

* References to 'the framework supplier' mean the Lot 1 Supplier of the Managed Print and Digital Solutions Framework (RM3785)

This flowchart had been created by Department for Transport and The National Archives

	STAGE 1: Production planning		STAGE 2: Production budgeting		STAGE 3: Production decisions		STAGE 4: Production		STAGE 5: Distribution, laying and publication		STAGE 6: Evaluation	
	Action	Where to obtain guidance	Action	Where to obtain guidance	Action	Where to obtain guidance	Action	Action	Action	Action	Action	
Command or House of Commons Paper details and procedure	Decide paper type (Command Paper, House of Commons Paper, Un-numbered Act Paper etc.) and confirm requirements, including the publishing procedure. Follow the actions below to assemble data for Stage 2	This document and The National Archives for Command Papers; Journal Office for House of Commons and Un-numbered Act Papers; publishing and/or parliamentary units	Using the outcomes of all Stage 1 planning actions, follow the actions below to obtain estimated production and distribution costs	Publishing unit; communications team; the framework supplier	Up to a month before publication, obtain a Command Paper or House of Commons number. Using the costs obtained at Stage 2, choose production and distribution options	Publishing unit or communications team; The National Archives for Command Papers; and Journal Office for House of Commons and Un-numbered Act Papers	Proof read Command, House of Commons or Un-numbered Act Paper details and that the 'publication furniture' is correct on proofs. Check a whether Written or Oral Ministerial Statement will accompany the paper and confirm the release time	Parliamentary Clerk lays copies in Journal Office. If Annual Report and Accounts being laid by HM Treasury or your parent department, arrange delivery of copies to HM Treasury or department	Ask parliamentary unit or the Journal Office for any feedback on the paper. Assemble all the feedback below and use it to inform future parliamentary papers			
Publication date and production timeline	Agree approximate publication date, generally this will be the same as the date the paper is laid before Parliament which might be dependant on a Number 10 grid date	Authoring team; parliamentary unit; communications team and private office	Draw up a production timeline	Publishing unit; communications team; the framework supplier	Finalise publication date and revise production timeline	Authoring team; publishing unit; the framework supplier			Evaluate the production process and associated costs.			
Production services required, including; design, typesetting and printing	Agree approx. number of print copies needed by the organisation for internal and external stakeholders (excluding those in Parliament), for laying, file/library etc. Check the range of services offered by the framework supplier	Publications unit; communications team; parliamentary unit; the framework supplier	Decide on which production options offered by the framework supplier are required, then obtain relevant quotes (for example design, typesetting and printing). If the framework supplier's 'distribution management service' is used, see below	Publishing unit; communications team; the framework supplier; other relevant suppliers	Decide on the services that will be bought from the framework supplier and any other suppliers (designers, typesetters, printers). Raise purchase orders	Publishing unit; communications team; the budget holder; the framework supplier; other relevant suppliers	Supply a brief, the text, images, data and the framework supplier's publishing furniture to the typesetter or other supplier. Progress proofs and corrections. Sign off final proof. Issue delivery instructions	Check that internal and laying copies have been delivered by the due time.	Review whether the number of printed copies was appropriate.			
Copyright and permissions	Check copyright status of main text (if possible, ensure it is Crown copyright). Identify any third-party material such as images, statistics etc. Take into account how the images might be re-used after publication	Main text of report: This document; The National Archives; commissioning contract (if author not a civil servant). Images etc: Ask source(s)	Obtain estimates for any images from commercial sources,	Publishing unit; communications team	When the Command or House of Commons Paper number has been received, obtain the current copyright statement and ISBN (collectively this is known as 'publication furniture')	Publishing unit; communications team; the framework supplier	Make sure permission to use third-party images and data has been obtained Compile any acknowledgements Check, complete and proofread the title-verso page (page 2)					
Number of pages	Estimate the approx. number of pages in your paper - this will affect the production cost	Authoring team; previous similar papers			Papers under 72pp can be saddle stitched. Papers over 72pp should be perfect bound which can increase production time		Re-check number of pages and obtain revised production costs if needed.					

**STAGE 1:
Production
planning**

**STAGE 2:
Production
budgeting**

**STAGE 3:
Production
decisions**

**STAGE 4:
Production**

**STAGE 5:
Distribution, laying
and publication**

**STAGE 6:
Evaluation**

**Print copies for
Members of
Parliament
(not laying
copies)**

Action	Where to obtain guidance	Action	Where to obtain guidance	Action	Where to obtain guidance	Action	Action	Action
Check how many printed copies are needed for Parliament - Vote Offices (House of Commons) and Printed Paper Office (House of Lords) This is not necessary for numbered Command and House of Commons Papers, as the framework supplier will do this	The framework supplier, The National Archives	Government organisations do not generally pay for the print copies the framework supplier will sell to Parliament. However, organisations will need to pay for these if the framework supplier's 'distribution management service' is used	Publishing unit; communications team; the framework supplier	If the 'distribution management service' is selected, then the organisation will need to confirm this with the framework supplier and agree when and how many print copies should be delivered to the framework supplier	Publishing unit; the budget holder; the framework supplier	If using the 'distribution management service', confirm that the printer has the framework supplier's packaging and delivery instructions	The framework supplier delivers Parliament's copies, embargoed until the agreed release time. If this is 'on instruction', phone the framework supplier to confirm actual time	Review whether the 'distribution management service', if used, was appropriate

Web publication

Check the requirements, procedure and timelines for web publication on GOV.UK	Digital team; publishing unit or communications team; Government Digital Service digital standards; the framework supplier	Obtain estimates for any external services needed to comply with GDS requirements for web PDFs, and if relevant for HTML documents	Relevant suppliers, digital team or communications team	Identify the team or individual responsible for uploading the paper to GOV.UK. If your organisation does not have its own GOV.UK publishing rights this may mean contacting the digital team of your parent department	Own digital team, or that of parent department	Supply embargoed web PDF and print-ready PDF (and HTML version if relevant) to digital team for upload to GOV.UK with correct metadata included so that the paper can be published on the same day as laying	Authorise the files to be published on GOV.UK once the paper has been laid before Parliament	Ask digital team for feedback on the process of publishing this paper on the web. Ensure alongside the published GOV.UK files that there is text stating whether the paper is a Command, House of Commons or unnumbered Act Paper, as per GDS guidance
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**Launch event
copies**

Agree whether and how many copies will be needed for a launch event, if relevant	Publishing unit, communications team, the framework supplier or other relevant suppliers	Obtain costs for printing the extra copies	The framework supplier, other relevant suppliers	Decide on any storage and distribution services and procure these.	Budget holder; relevant suppliers	Confirm numbers of attendees and obtain revised costs if necessary.	Arrange for delivery of copies to launch event. Be aware that the content of the paper should not be made more widely available until it has been laid in Parliament	Evaluate the cost of supplying printed copies for the launch event.
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**Accessibility,
translations and
alternative
formats**

Check the need for alternative formats, e.g. Welsh or other translation, Braille, Easy Read etc.	Publishing unit; communications team; framework supplier	Obtain estimates for any alternative formats	Publishing unit; communications team; framework supplier and other relevant suppliers	Decide on alternative formats and procure these	Publishing unit; communications team; the budget holder; framework supplier and other relevant suppliers	Supply a brief, text and any images. Check proofs. Sign off the final version	Authorise the alternative formats to be made available after the main paper is published	Evaluate the work of suppliers and the cost of providing alternative formats
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**Mailings to own
stakeholders
(not Members of
Parliament)**

Agree whether and how many copies need to be mailed out, e.g. with covering letter, when and how. It is best practice to email stakeholders a link to the paper online rather than producing hard copies to send out.	Communications team	Obtain estimates for any storage and distribution charges.	Communications team; relevant suppliers	Decide on any storage and distribution services and procure these.	Publishing unit; the budget holder; relevant suppliers	Re-check mailing details and obtain revised costs if necessary. Supply a brief and any covering letter, mailing list etc.	Authorise copies to stakeholders to be mailed out, with enclosures as specified	Evaluate the process and cost of mailing out copies
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